



How to Register Your Ministry and Create an Online Ministry Profile


Obtain a Ministry Email Address

- A. Before registering a ministry account online, you will need to decide on a ministry email that will be used to associate the ministry profile and to be listed in the email address to contact for the ministry. A Google gmail or Yahoo email for your ministry is recommended.
 - a. If you do not have a ministry email, go to www.google.com and create a ministry email by setting up a gmail account. (The e-mail address that you create with this account will be available to all who visit the church's ministry directory. Therefore, you want to avoid using a personal e-mail account.)¹

Add Your Ministry Login Account

- B. Visit the church's online ministry directory portal: <http://mpc.historicebenezer.org>
- C. Click on the " head profile" icon (login/register icon) on the far upper right-hand corner.
- D. Find the blue "Register" link at the "login" box.
- E. Complete the "Register" box.² The account type should be set to Ministry and the ministry name, ministry email, and passwords should be set.
- F. Using the  icon, return to the login page and fill in your ministry e-mail address and your newly created password³; then, click "login".

Add Your Ministry Profile

- G. Look for the  Add Ministry Profile in the upper right-hand corner of the ministry manager page and complete the information boxes in the "Add your ministry form". If you are unsure of your profile format, we have included a template for you to copy to create a baseline for your profile. Choose 'COPY FROM TEMPLATE' in the upper right side. When adding, enter add as much of your ministry data as you feel appropriate for your particular ministry. The ministry data fields with "*"

¹ It is recommended that you set up an auto forwarder from the gmail address to your personal email address and that you set up an auto response from the email account.

² **Who should register?** All ministry leaders should register. Also, if ministry leaders plan to designate individuals within their ministries to edit the ministry's profile and to add events to the master calendar, they should ask each of those individuals to register with as well with a separate account..

³ If you have difficulty getting back to the login page, simply return to online ministry directory portal at <http://mpc.historicebenezer.org> and click on the "head profile" once again.

should be complete. All other fields are optional.⁴ If you do not initially have all the ministry data, you can go back and add the optional fields later.

- i. *Ministry name⁵ (be patient and enter one character at a time)
- ii. *Category⁶
- iii. Secondary Category (this category is used to provide another search category for site and mobile visitors to find your ministry).
- iv. *Published (keep this set to “NO” until you have completed entering all of your ministry data).
- v. Approved (this will default to “NO”. The council administrative team will change to yes once the profile is complete and approved for publishing in the directory).
- vi. *About Us (Include the following items where relevant). If you would like to copy a template of this section you can use the Copy From Template option at the top of the form.

1. Scripture/Tag Line/Mission
2. *Descriptive Paragraph
3. Include statement on role/contribution to church (optional)
4. Include a statement of the gifts/talents of members
5. Volunteer Needs
6. Frequency of Service
7. Length of Service

- vii. Short Description
- viii. Meeting Day of Week, Time of Day, Area of Town
- ix. Location – physical address of the ministry meeting; for most ministries, this address is the church’s address: 101 Jackson Street, Atlanta, GA 30312
- x. *Email address⁷
- xi. *Contact first name, last name⁸
- xii. *Ministry contact cell phone number⁹
- xiii. *Ministry phone number—use the church office phone number: 404.688.7300; please avoid using personal phone numbers
- xiv. Ministry Leader¹⁰

⁴ If you wish to you a template to help you complete the information necessary for your profile, simply follow the directions for copying a template into your profile.

⁵ Please avoid using special characters (!, ‘, #, etc.). Also, be patient, as this field needs time to populate the record and profile space.

⁶ Select from the pull down list of ministry councils. If you do not know the category, please refer to the Ministry Council organizational chart.

⁷ Remember that this address should be the newly created gmail address.

⁸ This name will not be available for public viewing. When visitors make inquiries about your ministry or wish to join or volunteer, their requests will be sent to you electronically. The contact person is the individual who will be receiving email and text communications from those who wish to join the ministry.

⁹ This number will not be available for public viewing. When visitors make inquiries about your ministry or wish to join or volunteer, their requests will be sent to you electronically. Do not enter parenthesis or dashes.

¹⁰ This name should be chosen from the dropdown list. This is the individual who has been appointed as leader of the ministry. This individual usually has the title of chair, president, director, or superintendent.

- xv. Ministry Profile Editor¹¹
- xvi. Event Planning Contact¹²
- xvii. Ministry Liaison¹³
- xviii. Event Planning Editor
- xix. Approving Officers
- xx. Ministry Engagement Officer
- xxi. Website link
- xxii. Social profile <http://links> (Facebook, Twitter, Google+, Youtube, LinkedIn, etc)
- xxiii. *Ministry cover image—your ministry photo should be approximately 450 X 300. Photos should be people centric or somehow symbolic of the ministry; please try to avoid providing only pictures of buildings.
- xxiv. Show Map (default NO. Yes, if your ministry meets offsite)
- xxv. Join/Volunteer Button¹⁴ text label
- xxvi. Tags—with what search terms could those wanting to visit, join, or volunteer find your ministry.
- xxvii. **Click the “Add” button

Verify Your Ministry Listing

- After saving, go to the ministry page link that is shown at the top of the display page (in green box) and verify the profile looks correct.

Verify that Your Contact Data is Correctly Working for the Volunteer Submissions

- Test out the contact information for the Volunteer Button. Using yourself as the volunteer, fill out and submit the form.
 - The volunteer and contact person will both receive a text message and an email.
 - If a text message is not received, verify that your Ministry contact cell phone number is correct.
 - If it is correct and the contact is not receiving the text messages, text HELP to 95577 or e-mail ministryservices@historicebenezer.org. You can also verify by changing the contact mobile # to your own to verify the text message and then switch it back.
 - If you have Sprint as your carrier, text Unblock 95577 to 9999. Leave a space between unblock and 95577.
 - NOTE: The text messaging technology using SMART codes. Some mobile carriers block these features (default on the account). If you continue to have problems, send an email to ministryservices@historicebenezer.org with the mobile phone number and the

¹¹ This name should be chosen from the dropdown list. These are the people who will be editing your profile or who will have responsibility for entering and managing your event calendar.

¹² This name should be chosen from the dropdown list. This is the individual who has been appointed as the person who will be primarily responsible for creating events.



¹³ This name should be chosen from the dropdown list. This ministry liaison is one of the assigned ministers of the ministerial staff. If you do not know whom this person is, please leave it blank.

¹⁴ This is the button text that those who come to your ministry profile will see when they wish to volunteer or join; however, if you wish to insert another message, you may do so.

carrier and we will assist you from there.



Edit Your Profile

Once your profile is entered, you will most likely need to edit it over several occasions as you collect all the data.

1. Once in the ministry planner, click on the  “three-wheel” icon. This will allow you to see a list of the profiles you have created, are listed as the editor, ministry leader, or council leader.
2. Look at the far right side of the manager’s box where you see your ministry name and click on the  “pencil” icon.
3. Begin editing your profile, being sure to save your changes once finished.

Review Your “Join/Volunteer” List

As interested members submit their requests for contact, you will receive this information via email and text message (to the contact listed on the profile) as well as have access to this information online (if you are the ministry leader, editor, council leader, or ministerial liaison).

1. View the names and contact information of those who have viewed your online profile and requested to join by going to the church’s online ministry directory portal: <http://ministry.historicebenezer.org> or via the mobile app.
2. Once in the planner, click on the  “three-wheel” manager icon in the upper right-hand corner.
3. Look at the far right side of the manager’s box where you see your ministry name and click on the  volunteer icon which is a head profile with circles extending to the right and left. Click on this icon and you will see the names and contact information of those who have expressed interest in your ministry.

Features, Benefits, & Capabilities for the Ministry Profiles

As your ministry's online presence is developed, you will be able to experience the benefits as described here. We're also looking for your feedback and suggestions, which can be provided by clicking the green idea icon in the lower right corner of the online pages.

Members

- Provides an online directory of ministries where members and non-members can easily access and find ministries of interest
- Provides category, social grid display, and list display to support member preference for viewing
- Allows interested persons to directly notify or contact a ministry leader via email and system-generated text messages
- Support Send Me this List, Suggest a New Ministry, Get Help

Ministry Leaders

- Offers ministry leaders an easily maintainable platform for presenting information
- Enables Ebenezer ministries to have a web presence without having a website, but also enables those with websites to have a central location for pointing others to those sites
- Allows ministries to integrate their social networks, videos, photos, websites, and other marketing and promotional tools such as EventBrite
- Provides a framework by which ministries can send and receive communications directly to and from members
- Allows ministry leaders to see the history of volunteer requests and to respond directly via online, cell, or email
- Supports ease in maintenance for ministry leader roles that may change periodically.

Church Ministry Services

- Allows Ebenezer to feature ministries that are currently in need of volunteers
- Enables leaders on the Ministry Council to review the activities and communications of the ministries that they oversee and to provide updates and feedback directly to other ministry leaders within the Church
- Assists web administrators in managing the online tool's contents, communications, and ministry listings
- Works responsively in online, mobile browser, and mobile app environments
- Promises future capabilities such as multiple tabs/pages for the ministry, volunteer listings, videos, ministry calendars, donations, downloadable items, etc.